



A Tradition of Innovation

The Coimbra Group Office

is looking for an

Assistant Trainee/Intern

The Coimbra Group is an association of thirty-nine European research universities, all of which are long-standing, comprehensive and renowned universities (www.coimbra-group.eu). The Coimbra Group has its Office in Brussels, at the interface between the Coimbra Group Universities and the EU institutions. The work carried out by the Coimbra Group Office consists of both policy work (liaising with the EU institutions and other stakeholders in the field of higher education and research) and of coordination of and support to activities related to international academic cooperation.

We are currently looking for a versatile and active assistant trainee/intern who would be available for a period of 5 Months, from February to June 2020. Applicants should:

- Be of master's level;
- Have excellent written and spoken English ([C1 level](#)). Other languages will be considered an asset, especially French;
- Have an interest in working in an international environment and being introduced to the daily functioning of a small Brussels-based, not-for-profit association. This includes dealing with a wide variety of tasks ranging from purely technical/administrative to policy-related tasks.

Description of tasks:

- Manage the Coimbra Group Scholarship Programme for young researchers from Latin America, Sub-Saharan Africa and the European Neighbourhood (answer queries, ensure the applications fulfil the eligibility criteria, classify applications);
- Provide administrative support to the Coimbra Group Office staff in the organisation of events, meetings, workshops and other activities;
- Attend meetings in Brussels related to higher education policies;
- Write and upload content for the Coimbra Group website and newsletter.

Applicants should not send their application directly to the Coimbra Group Office, but they will apply through their home university. The home university will select the most suitable candidate, while the Coimbra Group Office will do the final selection, based on the applications received.

Applicants should provide a motivation letter explaining why they are interested in this internship and what their strengths are.

Ideally, the internship would be funded by the Erasmus+ traineeship and/or similar programmes your institution may have available for this type of experience.

The Coimbra Group could provide additional financial support by covering some initial and/or extra expenses.

Applications are to be sent to: info@coimbra-group.eu

Deadline: 15 January 2020

Internship period: February through June 2020.